



Express Plan Check Application

Project Name

Project Address

Plan Check Number (assigned when you submit plans)

I have received a copy of the Requirements for Express Plan Check. I understand that I am responsible for ensuring the attendance of design staff, contractors, owners and anyone else (other than city staff) that may be required to facilitate approval of plans.

I also understand that approved civil drawings are required before building permits can be issued and that approval of civil drawings are not part of the express plan review process. It is the responsibility of the owner or the owners representative to insure that the civil plans have been approved, signed by all entities, wet stamped and submitted to the building department by the assigned appointment date.

Applicant / Architect Signature, Printed Name

Address

Phone Number

Fax Number

Owner / Developer

Address

Phone Number

Fax Number

Express Administration Fee \$500.00

Date Paid